



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: February 20, 2013

RFP #13-002-38 Security Guard Services (Shelby County Sheriff's Office)

TO ALL PROSPECTIVE BIDDERS:

The following questions were submitted by potential vendors. Our answers are listed in **red** below:

1. Will 9mm or 40 Cal Semi - Automatic Weapons suffice for this Contract?

Yes, 9 mm or .40 caliber double action only or safe action. No single action or double-single action pistol.

2. Will it be necessary to Purchase \$1,000,000.00 dollars worth of Automobile Insurance, since all of the Posts are fixed?

If provider does not own any vehicles they need to have hired and non-owned auto liability with the \$1,000,000 limit.

3. It will almost be impossible for Insurance Companies to provide the necessary General Liability Insurance Service Certificate to handle this Contract, due to the wording of the solicitation's requirements in this area. Can you word the requirements so that Insurance Providers can feel comfortable providing the County what you need to cover exposure?

The requirements we have are pretty standard. This question does not address what their issue is with the insurance requirements. Clarification was requested of the vendor submitting the question; no response from the vendor was received.

4. Is the County happy with the current Vendor (Provider)?

Yes, the County is satisfied with its current Vendor (Provider). However, the current contract period ends June 30, 2013.

5. What have been some of the major challenges as it relates to performing this Contract in the past?

Post shortages have been a challenge for some Vendors in the past.

6. What are the current Invoiced (Billing) rates for this Contract?

The current invoiced rate for the armed security guards is \$15.18 hr.

7. Is the County seeking larger firms (only) to handle this Contract; or, will smaller firms be given an equal opportunity to perform the Contract's Services?

The County is seeking a company with the capability of providing all the required services listed in the RFP.

8. We have initially estimated that this Contract will require a minimum of 65 Rank and File/Supervisory personnel to aquatically service the Statement of Work; however, is it necessary to submit all Personnel Resumes with the Proposal?

The requirement to submit Resumes for all of the proposers employees is being waived in this RFP. NO EMPLOYEE RESUMES ARE REQUIRED.

9. Why does the County want References for Contracts terminated over five years ago?

The County requires that the Proposer's list of references include at least three (3) former clients who have terminated within the last five (5) years (not over five (5) years).

10. May we have Entry/Exit Bar Code expense information so we can estimate the cost of providing our Officers the required ID Badges to gain access into High Risk Areas?

Regarding the ID Badge Requirement: Section IX Purpose/Scope of Work, Item #19 is hereby revised to read:

"The Provider is required to provide a valid Company I. D. Badge to all it's Personnel and it is to be carried at all times along with their Shelby County issued I.D Badge."

11. Who will be invoiced for Professional Security Services rendered during the performance of this Contract?

Invoices should be submitted to the SCSO, Room 9-16, 201 Poplar, Memphis, TN 38103.

12. What is the County's current or preferred Invoicing (Billing) remittance time lines?

Preferred invoicing (billing) is at the end of each month. Payment by the County is within thirty (30) days after receiving a correct invoice.

13. In the case of an offeror being a Joint Venture, please answer the following questions:

- a. Paragraph 4 of the SOW states that "the provider must be the employer of all officers assigned...". This statement seems to prohibit a Joint Venture subcontracting the security services portion of the work. Will a Joint Venture be permitted to subcontract the services to the firms that make up the Joint Venture?

Each vendor must identify their services and be responsible for their portion of the RFP.

- b. If the member companies of the joint venture each possess the required insurance and licensing required by the solicitation, will this suffice or must the joint venture possess the insurance and licensing required by the RFP in it's own name in order to be considered?

Each vendor must provide their own insurance.

14. Section XI, C, 4, item e states among the requirements for the proposal is a "Resume of each employee engaged in the services, including the roles of each and an overview of their previous experience with similar projects." Does this mean that offeror's are to submit with their proposals resumes of each security officer that will be assigned? If Offerors are not to submit resumes for every security officer, for whom should offerors submit resumes?

The Resume issue is addressed in item #8 above.

15. With respect to Ordinance No. 328, ...Living Wage Standard, that was provided with the proposal, it states in relevant part (Section 12-115, paragraph b) that "The Living Wage rate for employees of service contractors shall be modified in accordance with the date the RFP is issued, and such RFP will contain the actual rate (in dollars per hour, with and without benefits) which applies for that RFP." After reviewing the RFP, the required wage rate can not be found. Can the government please clarify what the appropriate living wage rate would be (with and without benefits.)?

**The living wage is currently: Employees with health benefits \$11.52
Employees without health benefits \$13.30**

16. SOW paragraph 9 states that "The provider must staff all posts with officers that successfully complete an NCIC background check conducted by the County as a condition of working on Shelby County Government property." How long does the NCIC background check process take (assuming the provider has submitted all appropriate/required information to the County)?

Depending on the backup of checks being done at the time, it could take up to two (2) weeks.

17. SOW paragraph 19 states that "The provider is required to provide I.D. badges with a magnetic or bar code strip to interface with existing card reader system." What type of card reader system is currently in use? What card machines to produce said cards are compatible with the existing card reader systems?

The issue of I. D. Badge requirements has been addressed in item #10 above.

18. Page 30 under Section "C" (Proposal Format), # 4.(Experience of the Respondent) Section "e". states, "Resume of each employee engaged in the services, including the roles of each and an overview of their previous experience with similar projects."

Are you requiring a resume for each proposed employee to be included in the proposal or are you asking for Key personal resumes?

The Resume requirement is addressed in item #8 above.

19. Does the County find it prudent to specify the Make and Caliber of the weapons used for uniformity across the contract?

The Shelby County Sheriff's Office finds it prudent and suggests that the contracting company should issue or require its employees to carry the same firearm. Whether it is issued by the company or owned by the employee is the company's choice. The selected firearm should be from a quality manufacturer utilizing no smaller than 9mm and no larger than .45 cal. factory new ammunition. The barrel length should be no less than 3 inches and no longer than 6 inches. The preferred barrel length is approximately 4 inches. Revolvers of any type are prohibited. Semi-automatic pistols must be double action only or safe-action striker fired pistols. Single action pistols with an internal or external safety, (1911 style) are prohibited. Double-single actions pistols with firing pin blocks and/or decock levers are prohibited. The contracting company should consult the Shelby County Sheriff's Office, Division of Homeland Security prior to committing to a specific weapon and equipment. The Shelby County Sheriff's Office, Division of Homeland Security will reject any unauthorized or inferior firearm and/or related equipment.

20. Does the County find it prudent to require that the weapons be personally assigned by the contracting company (and not personal Officer's weapons) to ensure that the weapons used are of the highest possible quality and in good maintenance?

Weapon issues are addressed in item #19 above.

21. Contract Requirements at Section X. Should bidders submit any exceptions/proposed revisions to those terms with their proposals? If so, please supply the required format for submission of exceptions.

The contracts and contract terms are subject to further negotiation with the selected vendor. Therefore, it is not necessary to submit proposed changes at this time, unless the proposed changes are non-negotiable for the vendor.

22. Requirements of Sections II.7 and II.10 at page 4 of the RFP.

- a. What type of "proof/documentation" they require for Item II.7?

A written statement of compliance will suffice. If proof/documentation is needed you will be notified.

- b. What type of proof/documentation of employment eligibility is satisfaction of Item II.10 is required to be submitted for bidders that are not sole proprietorships?

This requirement only applies to independent contractors (sole proprietors).

23. Page 13, #13. Please confirm that this start up briefing is required at the beginning of every shift and is at the expense of the contractor.

The required start up briefing will be held at only one designated time only at the beginning of the contract period at no cost to the County.

24. Page 13, #18. Some contractors require that uniforms be paid for by the officers via a payroll deduction. As this would effectively lower the officer's wage below the required prevailing wage, please confirm that all uniforms and equipment shall be at contractor expense, not at officer expense.

The methods of meeting the uniform and equipment requirements as stated in the RFP are at the Responder's discretion.

25. On 1/1/2014, the Affordable Care Act will mandate that employers offer major medical insurance to employees that work more than 30 hours per week. This will be a significant increase in bidder costs. Please confirm that the total cost of the ACA must be included in all pricing proposals. Additionally, please confirm that bidders are to propose full time officers, rather than a large amount of part time officers that work less than 30 hours per week.

The methods of meeting the service requirements listed in the RFP are at the Responder's discretion.

26. Addendum No. 1 waived the requirement for the performance bond. Is the Bid Bond or Cashier's check in the amount of \$25,000 still a requirement?

Yes, the vendor must provide the required Bid Bond or Cashier's check with their proposal.